Drawing Lines and Curves

Freehand tool

	1	2	3	4	5
Drawing and adjusting a path	Select freehand tool.	Drag.	To erase, hold ⌘ key.	Release mouse button.	Result:

Auto trace tool

	1	2	3	4
Tracing a template shape	With a template open, select auto trace tool.	Position pointer on edge of template.	Click.	Result:

Pen tool

	1	2	3	4	5
Drawing straight lines	Select pen tool.	Click.	Click.	Click.	Click.
Drawing curves	Select pen tool.	Click and drag.	Click and drag.	Click and drag.	Click and drag.
Creating corners	Select pen tool.	Click.	Click.	Press Option key and drag.	Release Option key.
Changing from curves to lines	Select pen tool.	Click and drag.	Click and drag.	Press Option key and click.	Release Option key and click.

Editing Paths

Splitting paths

	1	2	3	4	5
Splitting a path and deleting a segment	Select scissors tool.	Click to split segment.	Click.	Select segment and delete.	Result:

Adding and deleting anchor points

	1	2	3	4	5
Adding and deleting an anchor point	Select add-anchor-point tool.	Click to place a new point.	Select delete-anchor-point tool.	Click anchor point to delete.	Result:

Converting direction points

	1	2	3	4	5
Converting between corners and curves	Select convert-direction-point tool.	To convert corner to curve: position pointer on anchor point.	Press and drag.	To convert curve to corner: click on anchor point.	Result:
Converting between smooth points and corner points	To convert smooth point to corner point: select curve.	Select convert-direction-point tool.	Drag direction point.	To convert corner point to smooth point: click on direction point.	Result:

Connecting endpoints

	1	2	3	4
Averaging and connecting two endpoints	Select endpoints.	Choose Average from the Arrange menu.	Choose Join from the Arrange menu.	Result:

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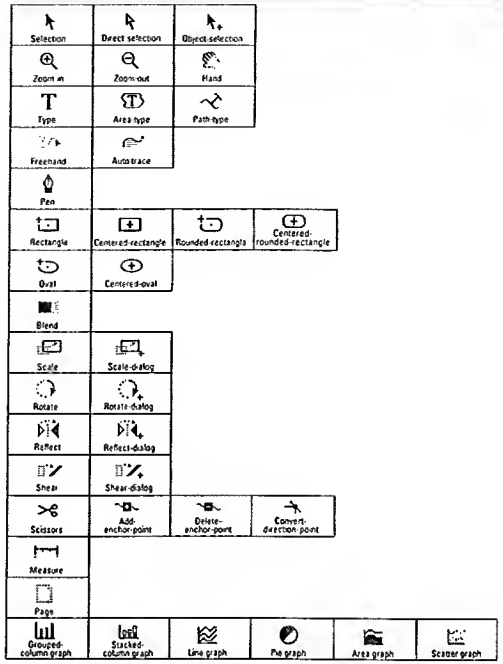
Adobe Illustrator®

Macintosh Version 3

Quick Reference Card

Toolbox



Menus

File

New...	⌘N
Open...	⌘O
Place Art...	
Close	
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

Edit

Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Paste In Front	⌘F
Paste In Back	⌘B
Bring To Front	⌘=
Send To Back	⌘–
Move...	
Preferences...	⌘K

Arrange

Transform Again	⌘D
Group	⌘G
Ungroup	⌘U
Join...	⌘J
Average...	⌘L
Lock	⌘1
Unlock All	⌘2
Hide	⌘3
Show All	⌘4
Make Guide	⌘5
Release All Guides	⌘6
Set Cropmarks	
Release Cropmarks	

View

Preview Illustration	⌘Y
Artwork & Template	⌘E
Artwork Only	⌘W
Template Only	
Preview Selection	⌘⌥Y
Actual Size	⌘H
Fit In Window	⌘M
Show Rulers	⌘R
Hide Unpainted Objects	

Paint

Style...	⌘I
Pattern...	
Custom Color...	
Make Compound	⌘⌥G
Release Compound	⌘⌥U

Type

Style...	⌘T
Font	▸
Size	▸
Leading	▸
Alignment	▸
Spacing Options...	⌘⇧O
Tracking/Kerning	⌘⇧K
Link	⌘⇧G
Unlink	⌘⇧U
Make Text Wrap	
Release Text Wrap	
Create Outlines	

Window

Show Clipboard
Hide Toolbox
Reset Toolbox

New Window

Untitled art 1

Graph

Graph Style...	⌘⌥⇧S
Graph Data...	⌘⌥⇧D
Use Column Design...	⌘⌥⇧C
Use Marker Design...	⌘⌥⇧M
Define Graph Design...	⌘⌥⇧G

Key symbols

Option key	⌥
Command key	⌘
Shift key	⇧

Keyboard Shortcuts

Shortcut	Result
⌘ + Tab	Toggles between selection and direct-selection tools*
⌘ + Space bar	Accesses zoom-in tool*
⌘ + Option + Space bar	Accesses zoom-out tool*
Space bar	Accesses hand tool
Control +	Accesses freehand tool
Control +	Accesses pen tool
Control + Any selection tool	Accesses convert-direction-point tool
⌘	Accesses current selection tool
Control + Shift + Double-click	Turns a guide into a path
Control + Shift + Click	Selects a guide
Shift + Double-click on any tool	Resets tool
⌘ + Shift on any tool	Resets toolbox

Shortcut	Result
Left direction arrow	Moves selection preset distance in the direction of the arrow (distance set in Preferences dialog box)
Right direction arrow	
Up direction arrow	
Down direction arrow	
Option +	Displays Move dialog box
Double-click	Magnifies from center
Option + Double-click	Reduces from center
Double-click	Reduces from center
Option + Double-click	Magnifies from center
Double-click	Fits artwork in window
Option + Double-click	Displays artwork at actual size
⌘ + N + N or ⌘ + Option + N	Opens new document without template

*Keys must be pressed in sequence when editing type.

Tool-Keyboard Combinations

Tool	Plus Shift key	Plus Option key
	No effect	Accesses direct-up-selection tool
	No effect	Accesses zoom-out tool
	No effect	Accesses zoom-in tool
	Constrains lines and curves to horizontal, vertical, or 45° axis	Creates corner point
	Constrains to square	Accesses centered-rectangle tool
	Constrains to square	Accesses rectangle tool
	Constrains to rounded square	Accesses centered-rounded-rectangle tool
	Constrains to centered rounded square	Accesses rounded-rectangle tool
	Constrains to circle	Accesses centered-oval tool

Tool	Plus Shift key	Plus Option key
	Constrains to circle	Accesses oval tool
	Constrains scale along x, y, or both axes	While clicking origin: displays Transformation dialog box or While dragging (after specifying origin): creates transformed duplicate
	Constrains rotation to 45° axis*	
	Constrains reflection to horizontal, vertical, or 45° axis*	
	Constrains shear to horizontal, vertical, or 45° axis*	
	No effect	Accesses add-anchor-point tool
	No effect	Accesses scissors tool
	Constrains movement of attached lines to horizontal, vertical, or 45° axis*	Produces a copy of the lines connected to the point
	Constrains measurement to horizontal, vertical, or 45° axis*	No effect

Selection Tools

Tool	Function	Plus Shift key		Plus Option key	
Selection	Click or drag selection marquee to select segments or points of ungrouped objects, entire paths of all objects within a group, or all parts of a text object.	When clicking or before starting to drag: extends or reduces selection.	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.*	When clicking or before starting to drag: accesses object-selection tool.	After starting to drag: duplicates selection.
Direct-selection	Click or drag selection marquee to select segments or points of grouped or ungrouped objects, parts of text objects, text wraps, or compound paths.	When clicking or before starting to drag: extends or reduces selection.	After starting to drag: constrains motion to horizontal, vertical, or 45°axis.*	When clicking or before starting to drag: accesses direct-up-selection tool.	After starting to drag: duplicates selection.
Object-selection	Click or drag selection marquee to select entire paths of ungrouped objects, or click any point within a group to select all objects in the group.	When clicking or before starting to drag: extends or reduces selection.	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.*	Not applicable	After starting to drag: duplicates selection.
Direct-up-selection To access direct-selection plus Option key	Click to select entire path of an object grouped within other groups; continue clicking to select additional objects within group.	When clicking or before starting to drag: extends or reduces selection.	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.*	Not applicable	After starting to drag: duplicates selection.

*Constraint to 45° is relative to constraint specified in Preferences dialog box

Type Attributes

Function	Keyboard combination	Effect
Alignment	⌘ + Shift + L	Aligns left
	⌘ + Shift + C	Aligns center
	⌘ + Shift + R	Aligns right
	⌘ + Shift + J	Justifies
Font selection	⌘ + Shift + F	Opens Font dialog box
Font size	⌘ + Shift + >	Increases point size*
	⌘ + Shift + <	Decreases point size*
	⌘ + Shift + S	Opens Font Size dialog box

Function	Keyboard combination	Effect
Style	⌘ + T	Opens Type Style dialog box
Leading	Option + ↓	Increases leading*
	Option + ↑	Decreases leading*
Kerning/ Tracking	⌘ + Shift + K	Opens kerning/tracking dialog box
	Option + ← / →	Increases/decreases space*
	⌘ + Option + ← / →	Increases/decreases space x 5
Vertical shift	Option + Shift + ↑	Increases vertical shift*
	Option + Shift + ↓	Decreases vertical shift*

*Amount is set in Preferences dialog box

Type Pointers

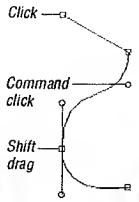
Pointer functions			
Type: Creates type by clicking, or creates area-type by dragging to define rectangle.	Area-type: Creates type within an existing area. Use Control key to access type pointer.	Path-type: Creates type along existing path. Use Control key to access type pointer.	I-beam: Creates type at insertion point or edits existing type. Use Control key to access type pointer.

Adding and Editing Type

Adding type					
Adding type at a point	1 Select type tool.	2 Click at desired point.	3 Enter text. To the delight of		When using keyboard to accesss other tools, always press ⌗ first.
Adding a rectanguler type area	1 Select type tool.	2 Click and drag to desired shape and size.	3 Enter text. To the delight of her many followers, she was post-humously published, allowing her work to be more widely	4 Result: To the delight of her many followers, she was post-humously published, allowing her work to be more widely	
Adding type to an exisitng area	1 Select type or area-type tool.	2 Click on existing shape.	3 Enter text. Thick gray clouds gather over the distant hills Birds fly and do	4 Result: Thick gray clouds gather over the distant hills Birds fly and do	
Adding type to a path	1 Select type or path-type tool.	2 Click on existing path.	3 Enter text. Somersault/	4 Drag I-beam handle to adjust placement	5 Result. Somersault
Editing type					
Editing type using the I-beam pointer	1 Select type tool.	2 Click. Double-click to select word; triple-click to select paragraph. attention	3 Drag to select type, and delete. attention	4 Result: attention	Arrow keys - Move I-beam to next character. Tab key - Moves I-beam to beginning of next baseline.
Editing type using the selection tools	1 Select selection tool.	2 Click or drag selection marquee to select type typo	3 Choose attributes from pull-down menus or use transformation tools.	4 Result: typo	

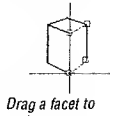
PolyShape

To draw straight and curved segments:

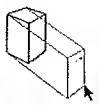


Connectigon

Draw with Auto-align on to create connected shapes:

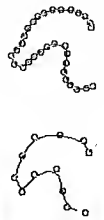


Drag a facet to reshape



Freehand

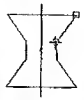
Before drawing double-click tool to set smoothness



Symmetrigon

Double-click tool to set number of sides

Click to set center of object



Point

Use for reference or anchor when locked

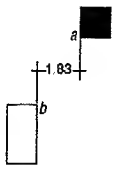
Align/ Distribute

Use like markee to include objects

Double-click tool to include selected objects

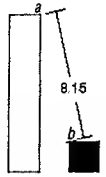
Result

Horizontal Dimension Line



Drag from a to b, then click to position label; use auto-align to attach points

Diagonal Dimension Line

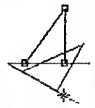


Drag from a to b, then click to position label, use auto-align to attach points

Rotate

Click to set rotation point

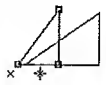
Drag to rotate



Scale

Click to set center of resizing

Drag to resize



Slant

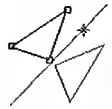
Click to set center of slant

Drag to slant

Mirror

Click to set mirror axis

Drag to angle mirror



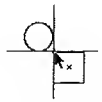
Match Height

Initially the bottom shape controls the action

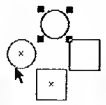
Match Size

Initially the bottom shape controls the action

Link

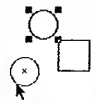


Click immediately to maintain auto-align relationship



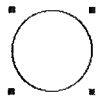
Unlink

Click to remove all links to and from the selected objects



Lock

Select an object, then click the lock button



Locked objects can't be moved or edited

The handles are gray

Unlock

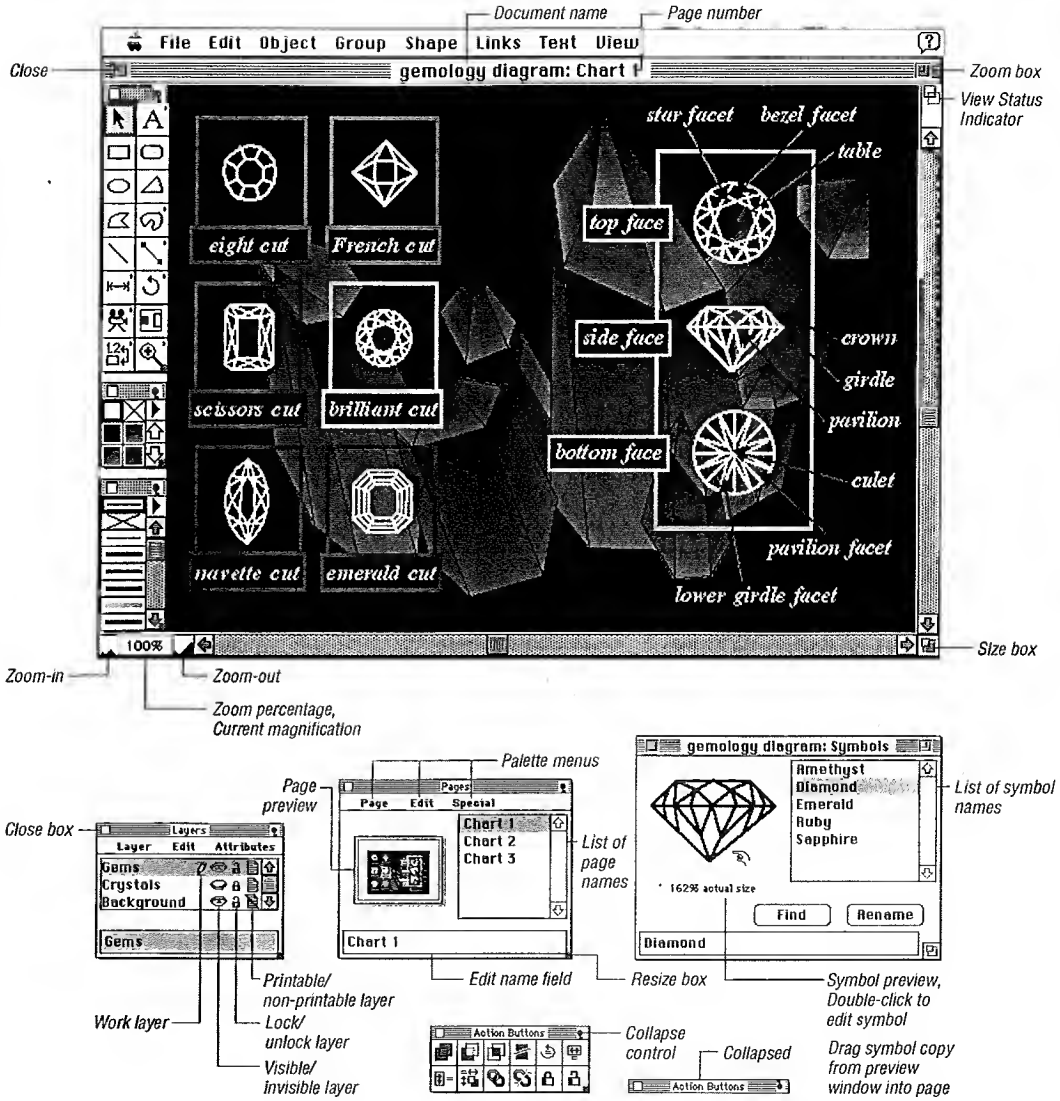
Select a locked object, then click the unlock button

The object can now be moved and edited

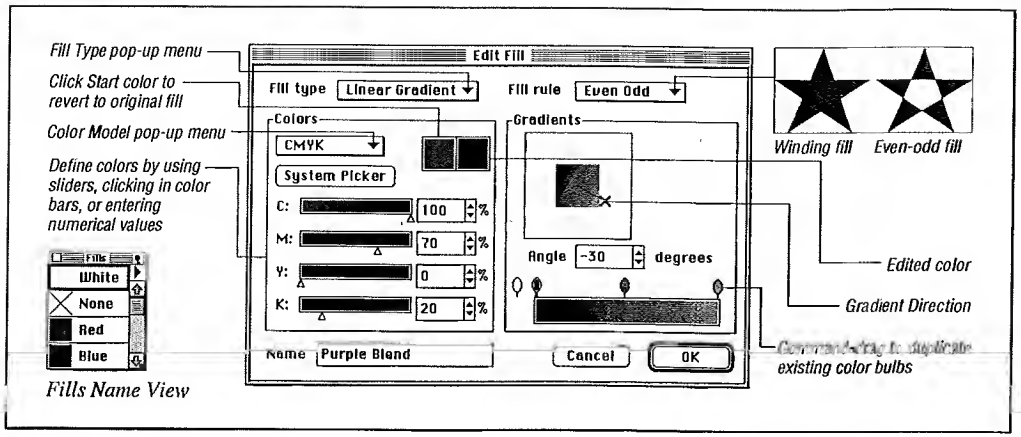
ALDUS

IntelliDraw™ *for macintosh®*

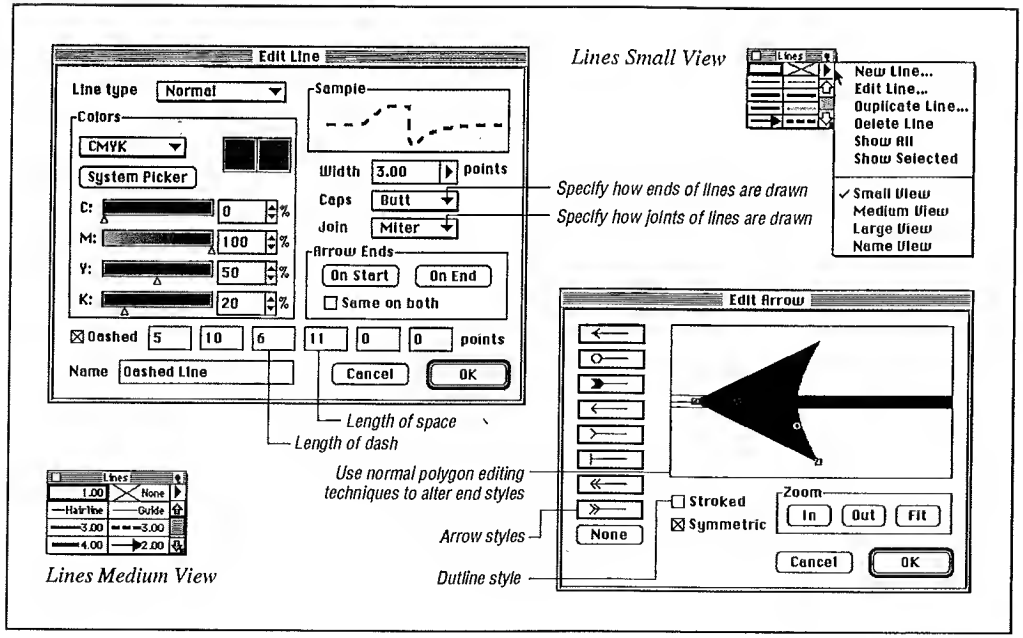
Quick Reference Card



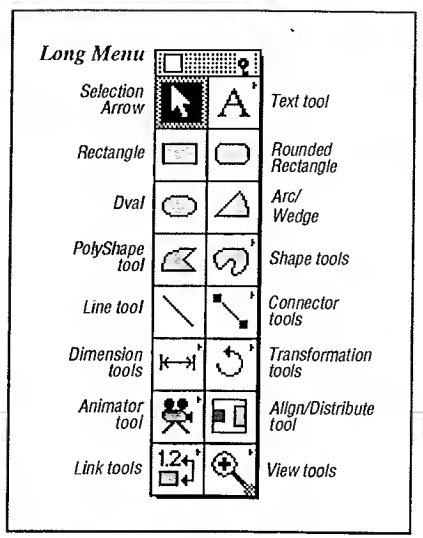
Edit Fill dialog box



Edit Line dialog box



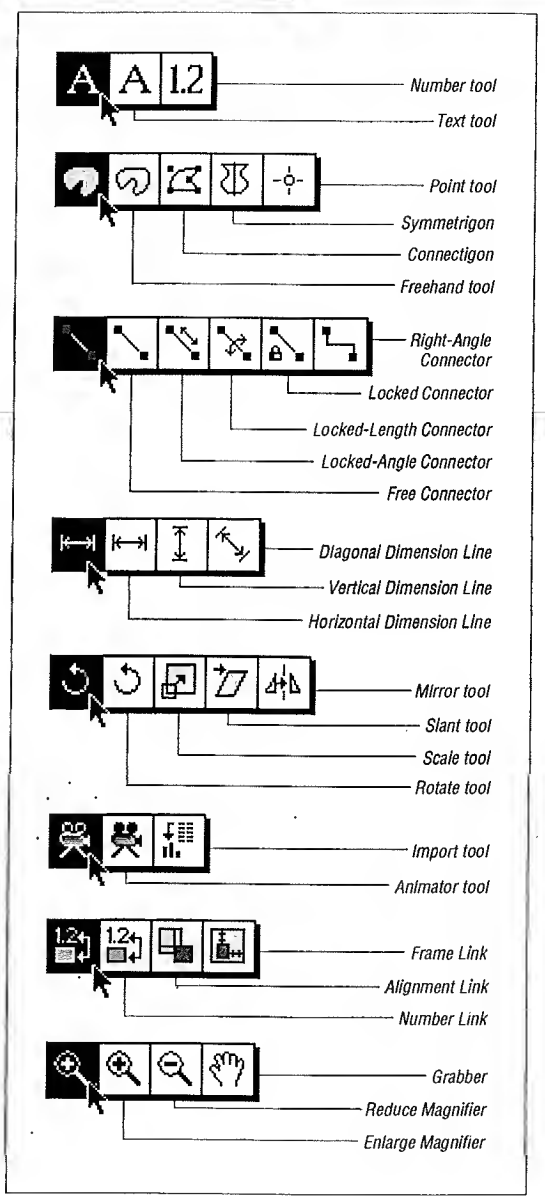
tools palette



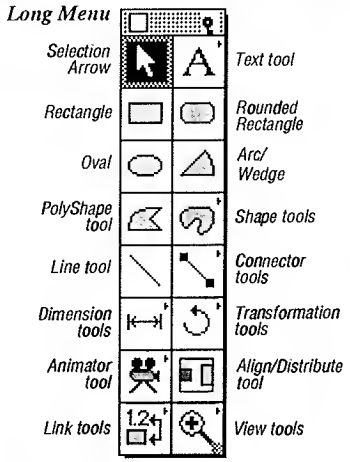
hot keys

Key	Tool
Tab	Selection Arrow
Q	Rotate tool
R	Rectangle
T	Text tool
O	Oval
A	Arc tool
S	Scale tool
L	Line tool
Z	Magnifier (Zoom)
C	Connector
N	Number tool
Space bar	Grabber

pop-up palettes



tools palette



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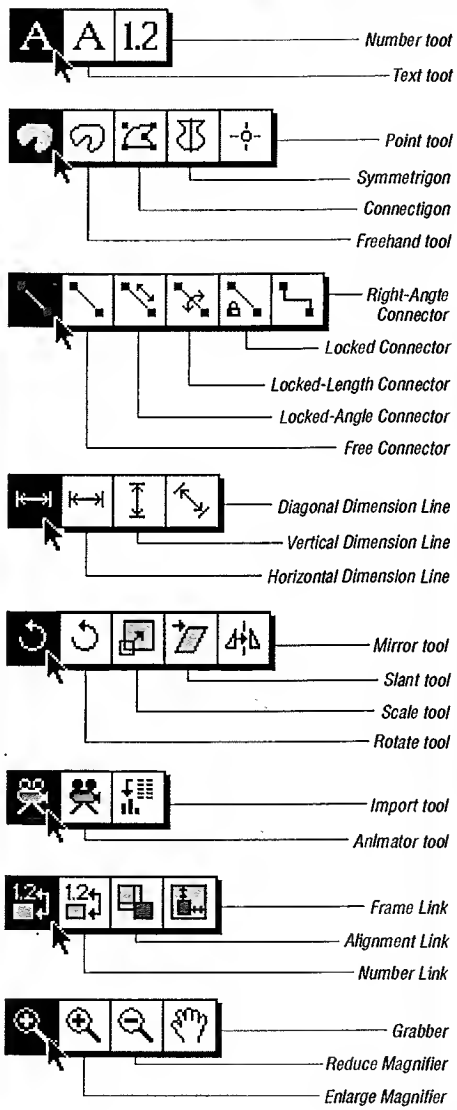
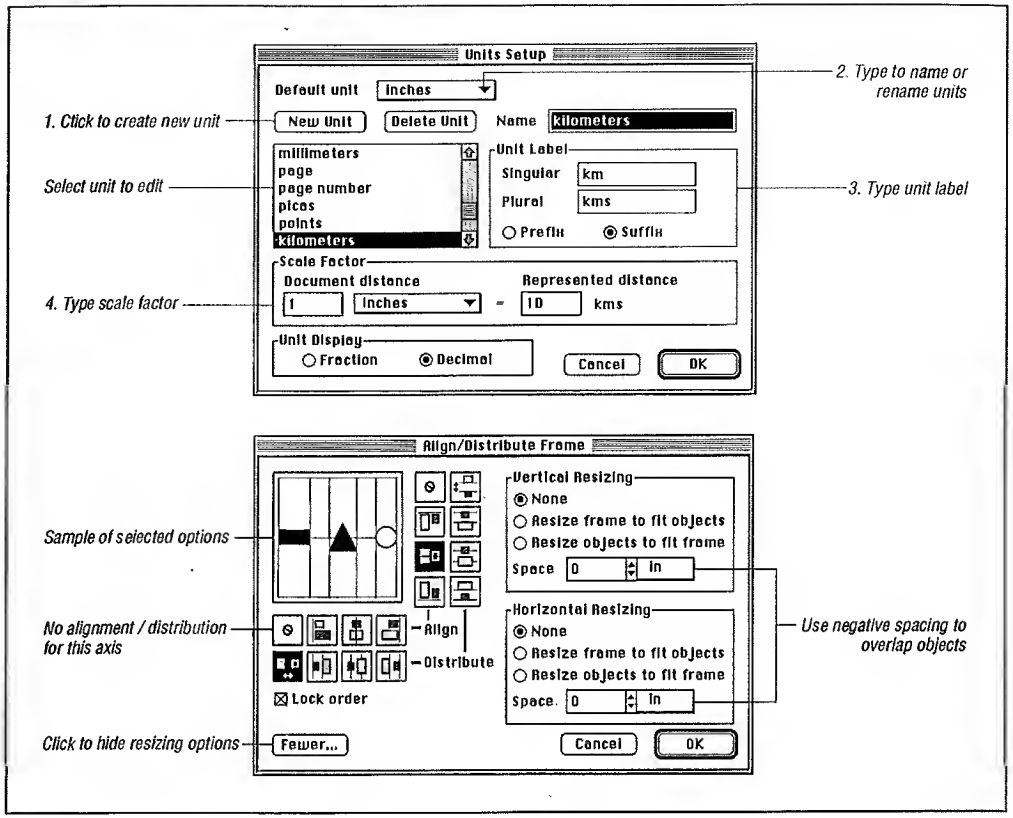


special features



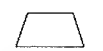
double-click features

Double-click the Selection Arrow *to toggle between modes where the Selection Arrow is the selected tool after every operation, or the current tool remains selected. Double-click the Rounded Rectangle* , *Freehand* , *Symmetrigon* , *Dimension Lines* , *and the Align/Distribute* *tools to get a dialog box that lets you specify options for the tools' functions. Double-click the Arc/Wedge* *tool to toggle between drawing an arc or a wedge.*

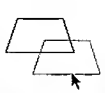
tool

Selection Arrow

To duplicate:



Command-drag



Selection Arrow

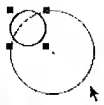
To add a point, double-click to reshape:

Command-drag

Selection Arrow

To resize proportionately:

Command-drag



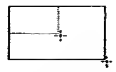
Selection Arrow

To reshape text:

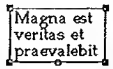
Choose Break Apart twice from the Shape menu

Text

To create a text column:



Drag the Crosshair



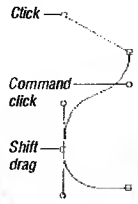
Arc/ Wedge

To reshape an arc:

Select a point and drag

PolyShape

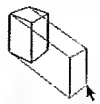
To draw straight and curved segments:



Connectigon

Draw with Auto-align on to create connected shapes:

Drag a facet to reshape



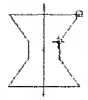
Freehand

Before drawing double-click tool to set smoothness

Symmetrigon

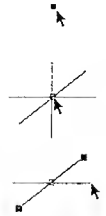
Double-click tool to set number of sides

Click to set center of object



Point

Use for reference or anchor when locked



Align/ Distribute

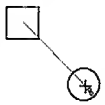
Use like markee to include objects

Double-click tool to include selected objects

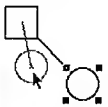
Result

tool

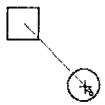
Free Connector



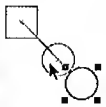
Connector swivels and stretches



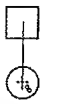
Locked-Angle Connector



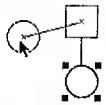
Connector stretches only



Locked-Length Connector

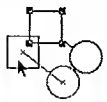


Connector swivels only

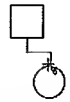


Locked Connector

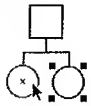
Connector can't swivel or stretch



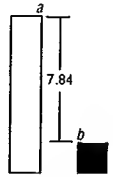
Right-Angle Connector



Connector retains right angle

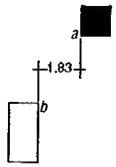


Vertical Dimension Line



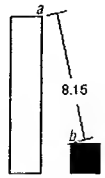
Drag from a to b, then click to position label; use auto-align to attach points

Horizontal Dimension Line



Drag from a to b, then click to position label; use auto-align to attach points

Diagonal Dimension Line

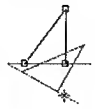


Drag from a to b, then click to position label, use auto-align to attach points

Rotate

Click to set rotation point

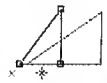
Drag to rotate



Scale

Click to set center of resizing

Drag to resize



Slant

Click to set center of slant

Drag to slant

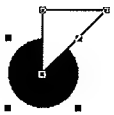
Mirror

Click to set mirror axis

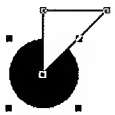
Drag to angle mirror

button

Add

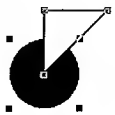


Subtract



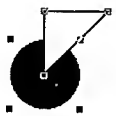
The top shapes cut away the bottom shape

Intersect



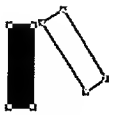
All selected objects must have common overlap

Slice

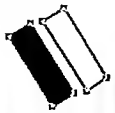


The top shape slices all the bottom shapes

Match Angle



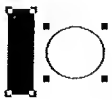
Initially the bottom shape controls the action



Match Width

Initially the bottom shape controls the action

Match Height

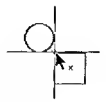


Initially the bottom shape controls the action

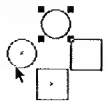
Match Size

Initially the bottom shape controls the action

Link

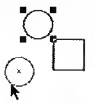


Click immediately to maintain auto-align relationship



Unlink

Click to remove all links to and from the selected objects



Lock

Select an object, then click the lock button

Locked objects can't be moved or edited

The handles are gray

Unlock

Select a locked object, then click the unlock button

The object can now be moved and edited

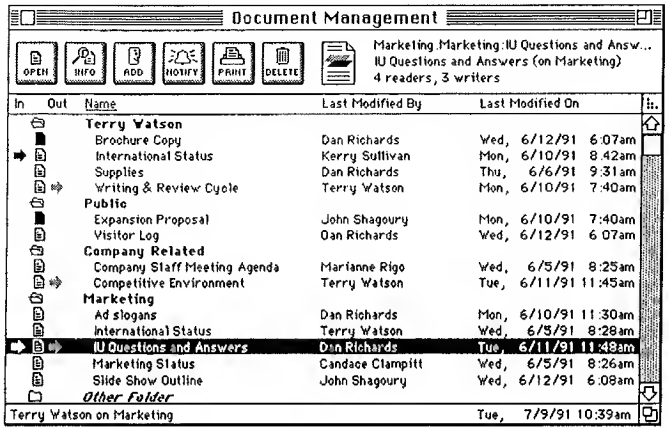
printed on recycled paper

000-596

INSTANT UPDATE Quick Reference

The Document Management Window

The Document Management window is where you view, select, and organize your Instant Update documents.



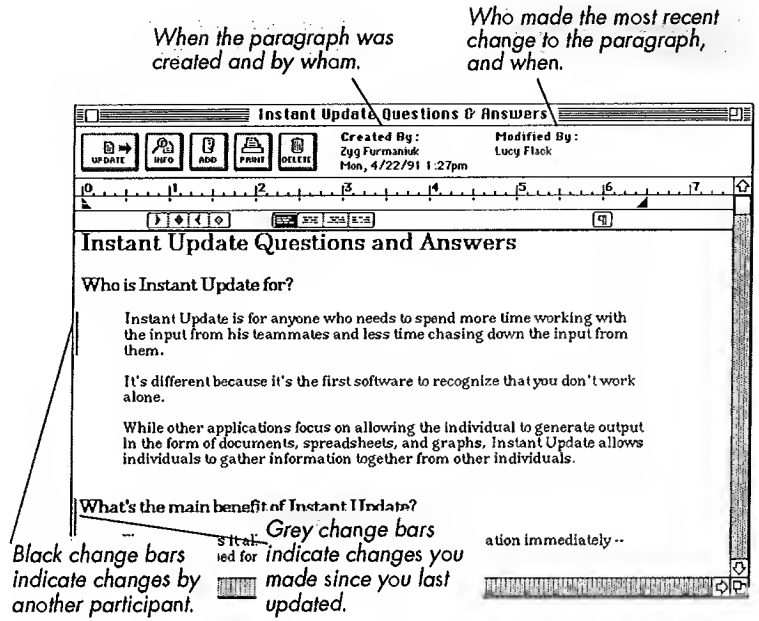
Document Status Icons

- New document from another user
- Incoming changes
- Outgoing changes
- Incoming and outgoing changes
- No changes since you last reviewed
- Disconnected from the master
- Document you created and saved, but have nat yet updated

Buttons

- OPEN — Open document
- INFO — Display info about participants
- ADD — Add participants
- NOTIFY — Natify when changes accur
- PRINT — Print dacument
- DELETE — Delete dacument

When you select a docume[illegible] from the Instant Update Document Management window, you [illegible]e the Document Editing window.



Update Button Status

- UPDATE — Click UPDATE to bring in and send out changes
- UPDATE — Incoming changes
- UPDATE — Outgoing changes
- UPDATE — Incaming and outgaing changes

Other Buttons

- INFO — Information abaut who has read, and wha has updated the document
- ADD — Add participants
- PRINT — Print document
- DELETE — Delete dacument